

NOTICE OF CHANGE**MARCH 11, 2009**

EXAM TITLE: Staff Services Manager I
EXAM BASE: Departmental Promotional
DEPARTMENT: Managed Risk Medical Insurance Board
FINAL FILING DATE: February 10, 2009

The bulletin announcing the above examination is amended as follows:

- The examination number has been changed to 9MM01-01
- The date of the qualifications appraisal examination has been changed to April/May 2009.

We regret any inconvenience this may have caused candidates who have filed for this examination.



AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

Managed Risk Medical Insurance Board

STAFF SERVICES MANAGER I

DEPARTMENTAL PROMOTIONAL EXAMINATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

Who Should Apply: This is a departmental promotional examination for the Managed Risk Medical Insurance Board (MRMIB).

1. Applicants must have a permanent civil service appointment with the Managed Risk Medical Insurance Board (MRMIB) as of the final filing date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

For applicants applying under Items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

How To Apply: Please indicate specific examination title(s) that you are applying for on the application. If you are also applying for the Staff Service Manager II (Supervisory) (Exam 09MM02), you may file for both examinations on one (1) application, however, you must list both examination titles on the application. Applications are available at <http://www.spb.ca.gov/jobs/stateapp.htm>, and may be filed in person or mailed to:

MANAGED RISK MEDICAL INSURANCE BOARD
Attn: Human Resources, Randi Turner
1000 G Street, Suite 450
Sacramento, CA 95814

Staff Services Manager I
JY15 - 4800 9MM01

FINAL FILING DATE: February 10, 2009
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DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

Final Filing Date: Applications (Form STD. 678) **must be received by 5:00 p.m. on February 10, 2009**, the final filing date. Applications delivered by the post office, personally delivered, or received via interoffice mail after 5:00 p.m. on February 10, 2009, the final filing deadline will not be accepted for any reason.

Special Testing Information: If you have a disability that requires special testing accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.

Qualifications Appraisal Panel Interview Dates: The qualifications appraisal panel interviews will be conducted during **February and/or March 2009**, in Sacramento. Applicants meeting the minimum qualifications will receive notice of the specific time and location of the qualifications appraisal panel interview.

Salary Range: \$5,079 - \$6127 per month.

Identification Requirement: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

Position Location: Positions exist with Managed Risk Medical Insurance Board and are located in Sacramento.

Position Description: The Staff Services Manager I level is typically the first working supervisor level. Employees at this level supervise a small group of analysts performing journey person level work and personally perform the most difficult or sensitive work. In the smaller departments or where the particular Staff Services function is not fully developed, a Staff Services Manager I may direct a function such as management analysis, budgeting, or personnel. In a medium to large department, or in a central agency function, positions at this level may supervise a portion of a function when it is so large as to require subordinate supervisors in terms of number of technical staff. On rare occasions, positions at this level may function as project leaders, coordinating the work of others through task force type organizations. This leadership role must be accompanied by a role as a highly skilled, independent consultant with the ability to act authoritatively in a functional specialty.

Requirements For Admittance To The Examination: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by **February 10, 2009, the final filing date**. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

MINIMUM QUALIFICATIONS

Either I

One year of experience in the California state service performing analytical staff duties of a class with a level of responsibility not less than that of Associate Governmental Program Analyst.

(Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

Or II

Experience: Three years of increasingly responsible management, personnel, fiscal, planning, program evaluation, or related analytical experience beyond the trainee level which shall have included the preparation of reports and the presentation of recommendations to management, at least one year of which must have been in a full journey person technical capacity. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility not less than that of Associate Governmental Program Analyst.) (In appraising experience more weight will be given to the breadth of pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the experience.) **AND**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

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Examination Information: This examination will consist of a qualifications appraisal panel interview only, weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Competitors who do not appear for the qualifications appraisal panel interview will be disqualified from the examination process.

Examination Scope: Qualifications Appraisal Panel Interview – Weighted 100%

Knowledge of:

1. Principles, practices, and trends of public and business administration including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas;
2. Principles and practices of employee supervision, development, and training;
3. Program management;
4. Formal and informal aspects of the legislative process;
5. The administration and department's goals and policies;
6. Governmental functions and organization at the State and local level;
7. Department's Affirmative Action Program objectives; and
8. A manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to:

1. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems;
2. Develop and evaluate alternatives;
3. Analyze data and present ideas and information effectively both orally and in writing;
4. Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas;
5. Gain and maintain the confidence and cooperation of those contacted during the course of work;
6. Review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies;
7. Manage a complex Staff Services program;
8. Establish and maintain project priorities;
9. Develop and effectively utilize all available resources; and
10. Effectively contribute to the department's affirmative action objectives.

Special Personal Requirements:

Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

Eligible List Information: A Departmental promotional eligible list will be established for MRMIB. Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Veterans' Preference: Veterans preference credits will not be granted in this examination.

Career Credits: Career credits do not apply.

GENERAL INFORMATION

Americans with Disabilities Act, Title II: The Managed Risk Medical Insurance Board (MRMIB) is committed to a strong policy of equal employment opportunity. To this end, MRMIB does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by MRMIB on the basis of race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals will be made available upon request.

MRMIB reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

For an examination without a written feature it is the candidate's responsibility to contact MRMIB's Human Resources Office at (916) 327-8243 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open, when there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and to those applicants who meet the criteria of being (1) a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; or (2), a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; or (3) a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991 as described under "Who Should Apply" in this bulletin.

Under certain circumstances other employees (*i.e. former MRMIB employees or current employees on TAU, T&D, and LT status*) may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rule 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices. If a promotional examination is being held for an agency to establish an employment list for an administrative, professional or technical class, an employee of another agency who is otherwise eligible may participate, if that employee had promotional eligibility in the designated agency at any time within three years of the date of the examination and has had no subsequent break in state service by resignation, non-disability retirement or removal for cause.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with ability to perform assigned duties of the class.

GENERAL INFORMATION (continued)

Interview Scope: In addition to the scope, knowledges and abilities described within this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made toward self development.

Veterans' Preference: Veterans Preference credit is not granted in promotional examinations.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college working place or high school on a year-for-year basis.

QUESTIONS: If you have any questions concerning this announcement, please contact the department directly at: **Managed Risk Medical Insurance Board – Randi Turner at (916) 327-8243 or rturner@mrrib.ca.gov**

Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814

If deaf or hearing impaired, call the California Relay Service for the deaf or hearing impaired:
MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922
Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379

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